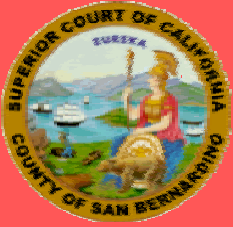


Superior Court of California
County of San Bernardino
Employment Opportunity



Court Account Clerk II

\$2,569 - \$3,277 approximate monthly

Application deadline: 4:30 p.m., Monday, February 28, 2005
Announcement # 05-005

The list resulting from this recruitment will be used to fill vacancies in the San Bernardino fiscal offices.

The Court Account Clerk II performs complex clerical accounting work in revenue processing, accounts receivable, accounts payable and is an advanced working level class. This position will assist in the performance of data entry, account analysis, account reconciliations and preparation of financial reporting.

Typical duties of Court Account Clerk II include, but are not limited to:

- Input accounts payable/receivable data, queries, etc. into the Court Accounting system (SAP).
- Prepares and generates a variety of monthly reports including bail, bank deposit acknowledgment, fund distribution, city settlements and grants.
- Prepares and reviews all monthly reconciliations including bail, trust, general, NSF, jury, grants, court reporter claims and imprest funds.
- Refunds and expenses jury fees; transfers old jury fees to revenue; refunds filing fees.
- Verifies collection service deposits and prepares voids from collection service invoice.
- Prepares requisition requests; audits invoices and billings for accuracy and compliance.
- Performs related duties as assigned.

Requirements: three years of financial record keeping experience that involved the maintenance of databases or spreadsheets or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience performing analysis and cash handling or cashing is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a written and/or an oral examination. The written test may cover the following areas: Balancing, Bookkeeping, Fiscal Concepts, Arithmetic and Interpersonal Relations. The oral examination may cover the following areas: Job Preparation, Modern Office Methods, Procedures, Terms and Equipment, Public Relations, Oral Communication Skills and Problem Solving Skills. Candidates will be notified of the date of the written test and/or oral examination approximately two weeks prior to testing.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

2/7/05 - AS

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172 W. Third Street, 2nd Floor
San Bernardino, CA 92415-0302

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Email: personnel@courts.sbcounty.gov